Clerical and Office Group   **INFORMATION PROCESSOR OPERATOR**
Office Machine Operation Series   09/91

Summary

Under general supervision, operates personal computers, data processing terminals, or other information processing equipment to prepare, store and retrieve written documents or other information; and performs related work as required.

Typical Duties

Utilizes word processing, spreadsheet, or other related programs to enter, revise and print records, reports, correspondence, contracts, leases, bids, financial data, and other information and documents.

Checks, organizes and drafts source material for entry into information processing systems. Verifies accuracy of computerized data.

Develops simple microcomputer programs utilizing packaged software for word processing, spreadsheet, graphics, and/or database applications.

Keeps operation and production records, compiles information, maintains files, and prepares required activity reports.

Performs a variety of complex clerical work, as assigned.

Minimum Qualifications

Training and Experience: Graduation from high school or GED and four years of progressively responsible clerical work experience, including two years of experience in the operation of information processing system equipment or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of the operation of IBM-Compatible microcomputers including commonly used word-processing and spreadsheet programs; good knowledge of business English, punctuation, and spelling; good knowledge of office procedures and practices.

Ability to plan and complete work without close supervision; ability to communicate orally and in writing; ability to troubleshoot minor malfunctions in information processing equipment; ability to enter detailed information accurately and quickly and meet close deadlines.

Skill in the operation of information processing equipment.

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Director of Personnel   Department Head